

## ANNOUNCEMENTS

**Scholarships Guaranteed or Your Money Back!**

Beware of scholarship "guarantees". Before you pay for a search service, get the refund policy in writing. Call the Federal Trade Commission at 1-877-FTC-HELP to learn how to avoid scholarship scams.

## CAREER TRAINING

MEDICAL BILLING TRAINEES NEEDED! Doctors & Hospitals need Medical Office Staff! NO EXPERIENCED NEEDED! Online Training gets you job ready! HS Diploma/GED & Computer needed. Careertechnical.edu/nc. 1-888-512-7122

COMPUTER & IT TRAINEES NEEDED! Become a Certified Help Desk Professional! NO EXPERIENCE NEEDED! Online training can get you job ready! HS Diploma/GED & Computer needed! careertechnical.edu/nc 1-888-734-6712

Part-Time Job with Full-Time Benefits. You can receive cash bonus, monthly pay check, job training, money for technical training or college, travel, health benefits, retirement, and much more! Visit NationalGuardNC.com or call 855-GUARD-93 to learn more on how the National Guard can benefit you.

AIRLINE JOBS BEGIN HERE- Get trained as FAA certified Aviation Technician. Housing/financial aid for qualified students. Job placement assistance. Call Aviation Institute of Maintenance. 877-300-9494.

SCHOLARSHIPS available for military and recent H.S. grads to attend FAA approved aviation maintenance program in Norfolk, VA. Apply now by calling AIM 877-205-1162.

Want a Career Operating Heavy Equipment? Bulldozers, Backhoes, Excavators. "Hands On Training" & Certifications Offered. National Average 18-22 Hourly! Lifetime Job Placement Assistance. VA Benefits Eligible. 1-866-362-6497

Want a career as an HVAC Technician? Accelerated "Hands On Training" & Certifications Offered. National Average 18-22 Hourly! Lifetime Job Placement Assistance. VA Benefits Eligible! 1-877-994-9904

## EMPLOYMENT

## SKILLED/TRADES

The Town of Apex has an opening for a **Powerline Right of Way Technician**. This is a limited service position that does not include benefits. The assignment is approved through December 31, 2014 with the possibility of an extension based on budget and need. The schedule for this position is 7a.m.-3:30p.m. Monday-Friday. Hiring Range \$16.41-\$18.09 per hour. For more information or to apply see [www.apexnc.org](http://www.apexnc.org). The Town of Apex is an Equal Opportunity Employer.

## TRANSPORTATION

AVERITT EXPRESS New Pay Increase For Regional Drivers! 40 to 46 CPM + Fuel Bonus! Also, Post-Training Pay Increase for Students! (Depending on Domicile) Get Home EVERY Week + Excellent Benefits. CDL-A req. 888-602-7440 Apply @ [AverittCareers.com](http://AverittCareers.com) Equal Opportunity Employer - Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.

GORDON TRUCKING- CDL-A Truck Drivers Up to \$5,000 Sign-On Bonus & \$0.56 CPM! Solo & Teams. Full Benefits. Excellent Hometown. No Northeast. EOE. Call 7 days/wk! 866-646-1969. [GordonTrucking.com](http://GordonTrucking.com)

## FOR SALE

## AUCTIONS

ABSOLUTE AUCTION- 24.623 acres. Saturday, July 12th 10:30am. Wythe County, VA. Near Iron Mountain Horse Trails. 15 Camper Hook-ups, Stream, Spring, Well, Septic, Pavilion, Views. Boyer Realty & Auction 336-372-8888. [boyerrealty@skybest.com](mailto:boyerrealty@skybest.com). [www.boyerrealtyandauction.com](http://www.boyerrealtyandauction.com)

## HEALTH PRODUCTS

**Attention: VIAGRA and CIALIS USERS!**

A cheaper alternative to high drugstore prices! 50 Pill Special - \$99 FREE Shipping! 100 Percent Guaranteed. CALL NOW: 1-800-645-0137

## LOSE UP TO 30 POUNDS in 60 Days!

Once daily appetite suppressant burns fat and boosts energy for healthy weight loss. 60 day supply - \$59.95. Call: 800-478-1109

## MEDICAL SUPPLIES

Medical Guardian - Top-rated medical alarm and 24/7 medical alert monitoring. For a limited time, get free equipment, no activation fees, no commitment, a 2nd waterproof alert button for free and more - **Only \$29.95 per month. 800-620-0156**

## PET SUPPLIES

All New! Happy Jack DuraSpot®: Kills & Repels fleas, ticks & larvae. Repels mites, lice & mosquitoes. Contains Nylar® IGR. At Southern States. [www.happyjackinc.com](http://www.happyjackinc.com)

## TV/SATELLITE

**REDUCE YOUR CABLE BILL!**

Get a whole-home Satellite system installed at NO COST and programming starting at \$19.99/mo. FREE HD/DVR Upgrade to new callers, SO CALL NOW 1-800-571-6851.

DISH TV Retailer. Starting at \$19.99/month (for 12 mos.) & High Speed Internet starting at \$14.95/month (where available.) SAVE! Ask About SAME DAY Installation!

## SERVICES

## AUTO

DONATE YOUR CAR, Truck or Boat to Heritage for the Blind. Free 3 Day Vacation, Tax Deductible, Free Towing, All Paperwork Taken Care Of. 800-337-9038.

## FINANCIAL

**Reduce Your Past Tax Bill by as much as 75 Percent.** Stop Levies, Liens and Wage Garnishments. Call The Tax DR Now to see if you Qualify **1-800-976-0460**

**Are you in BIG trouble with the IRS?**

Stop wage & bank levies, liens & audits, unfiled tax returns, payroll issues, & resolve tax debt FAST. Seen on CNN. A BBB. Call 1-800-285-4609

## HOME IMPROVEMENT

All Things Basement! Basement Systems Inc. Call us for all of your basement needs! Waterproofing, Finishing, Structural Repairs, Humidity and Mold Control. FREE ESTIMATES! Call 1-800-698-9217

## LEGAL

**Auto Accident Attorney**

INJURED IN AN AUTO ACCIDENT? Call InjuryFone for a free case evaluation. Never a cost to you. Don't wait, call now, 1-800-306-1753

## PERSONALS

**Meet singles right now!**

No paid operators, just real people like you. Browse greetings, exchange messages and connect live. Try it free. Call now: 888-909-9906

## BIDS

## OUTREACH ADVERTISEMENT



T. A. Loving Company is seeking qualified MWSBE.

**Project Name: NCSU Indoor Practice Facility**  
**Project Location: Raleigh, North Carolina**  
**Bid Due Date: 07/29/2014 at 02:00 P.M**  
**Bid/Project No.: n/a**

## Project Details:

T. A. Loving is accepting qualified bids for construction contracts. All bidders, especially HUB's, are invited and encouraged to bid. The project will include: landscaping, synthetic turf system, wall padding and netting systems, overhead doors, signage, drywall and light gauge metal framing, painting, acoustical ceilings, floor covering, masonry, aluminum storefront and windows, hollow metal door frames, wood doors, finish hardware, plumbing, fire protection, HVAC, Electrical,

Any questions about the project should be directed to the Project Manager, Randall Jernigan and Mike Mitchell, Chief Estimator.

There will be a HUB Outreach held at 2:00 PM on Monday, July 14th, 2014. The meeting will take place in the on-site temporary office trailer of T. A. Loving Company approximately located at 4600 Trinity Road - Gate B across from the existing outdoor football practice field.

Directly following the HUB Outreach will be a Pre-Bid meeting at 3:00 PM for bidders and interested HUB subcontractors.

## You're Doing Business With The Right People



is a member of:



and is certified by:

**N.C. HUB**

Office for Historically Underutilized Businesses

**Deadline: Wednesday @ 5pm**  
**[classified@triangletribune.com](mailto:classified@triangletribune.com)**

**115 Market St., Suite 360-H**  
**Durham, NC 27701**

## CAREER CORNER

## Important guidelines for landing that perfect job

Brandpoint

Graduating students are out in droves trying to find jobs that will enhance their careers. But before beginning the resume and interviewing process, there are certain do's and don'ts that students should be aware of so they will be competitive in today's limited job market.

"Beyond the usual resume and interview, it is also important to note that having a social media presence is mandatory," says Stephanie Hausladen, director of career services for Heald College - Fresno. "Recruiters will do their homework before they invite you in for an interview - 98 percent of recruiters are using social recruiting according to a recent survey from Bullhorn."

Hausladen says to keep these tips in mind:

Social networking do's

- \* Recruiters using social media to check out potential employees breaks down to the following: LinkedIn (97 percent), Facebook (51 percent), Twitter (49 percent), Google+ (19.1 percent), and Pinterest (3.6 percent), so make sure your bio, your skill sets and your interests are current and accurate and be sure to have a professional photograph taken and used for these sites.

- \* Google your name before being interviewed so you know what is out there. Your interviewer will check all social media outlets before talking to you.
- \* Set those privacy settings. If you don't, the world will know what you did over the weekend and it could jeopardize your chances of getting the interview or even the job.

Social networking don'ts

- \* Don't tweet anything inappropriate, someone is always looking.
- \* Don't post compromising pictures, jokes or personal stories on the Internet. Recruiters and potential employers are checking.

Beyond social media, an integral process of job hunting involves having a proper resume, below are some resume do's and don'ts to remember.

Resume do's or FAKTA

**Focus:** Make your resume reader friendly and use bullet points for specifics.

**Appearance:** Do not use the title resume. Put name, address, one phone number, an email address, education, and experience. In describing your former employment list your title/position, the name of the employer, the city and state (no street address) and dates of employment. In describing your education spell out the name of the degree (Associate of Arts, Bachelor of Arts), the name of the college, the city and state where it is located and your major and minor. Do not justify margins or use smaller than 10.5 font.

**Keywords:** In order to get noticed, your resume needs to contain keywords that directly target the jobs you are interested in. Your resume keywords should include specific job requirements, including your skills, software and technology competencies, relevant credentials and previous employers. There are various websites that list keywords.

**Transferable skills:** Transferable skills are the skills you've gathered through various jobs, volunteer work, sports or other life experiences that can be used in your next job or new career.

**Accomplishments:** A solid list of accomplishments on a resume can demonstrate your work ethic and ability to achieve results but avoid exaggeration, irrelevancies and ancient history. Accomplishments are more important to describe than duties.

Resume don'ts

- \* Don't have misspellings or typos; proofread carefully
- \* Don't put a career objective statement at the beginning.
- \* Don't use personal pronouns or include personal interests
- \* Don't lie.
- \* Don't have an inappropriate email address. What may have been cute in college may not be accepted in a professional setting.

Interview do's

- \* Wear appropriate, conservative clothing.
- \* Arrive at least 10 minutes before the interview to give yourself time to freshen up.
- \* Treat others in the office with respect. They may be asked how you treated them.
- \* Have a firm handshake.
- \* Make eye contact with the interviewer at all times
- \* Write the interviewer a thank you note.

Interview don'ts

- \* Don't make excuses for past decisions or make negative comments about former employers.
- \* Don't bring up salary or appear desperate for employment
- \* Don't treat the interview casually like you are shopping around for a job.
- \* Don't chew gum or suck on candy (including breath mints).
- \* Don't play with your cellphone while waiting for your interview to start
- \* Don't interrupt the interviewer.